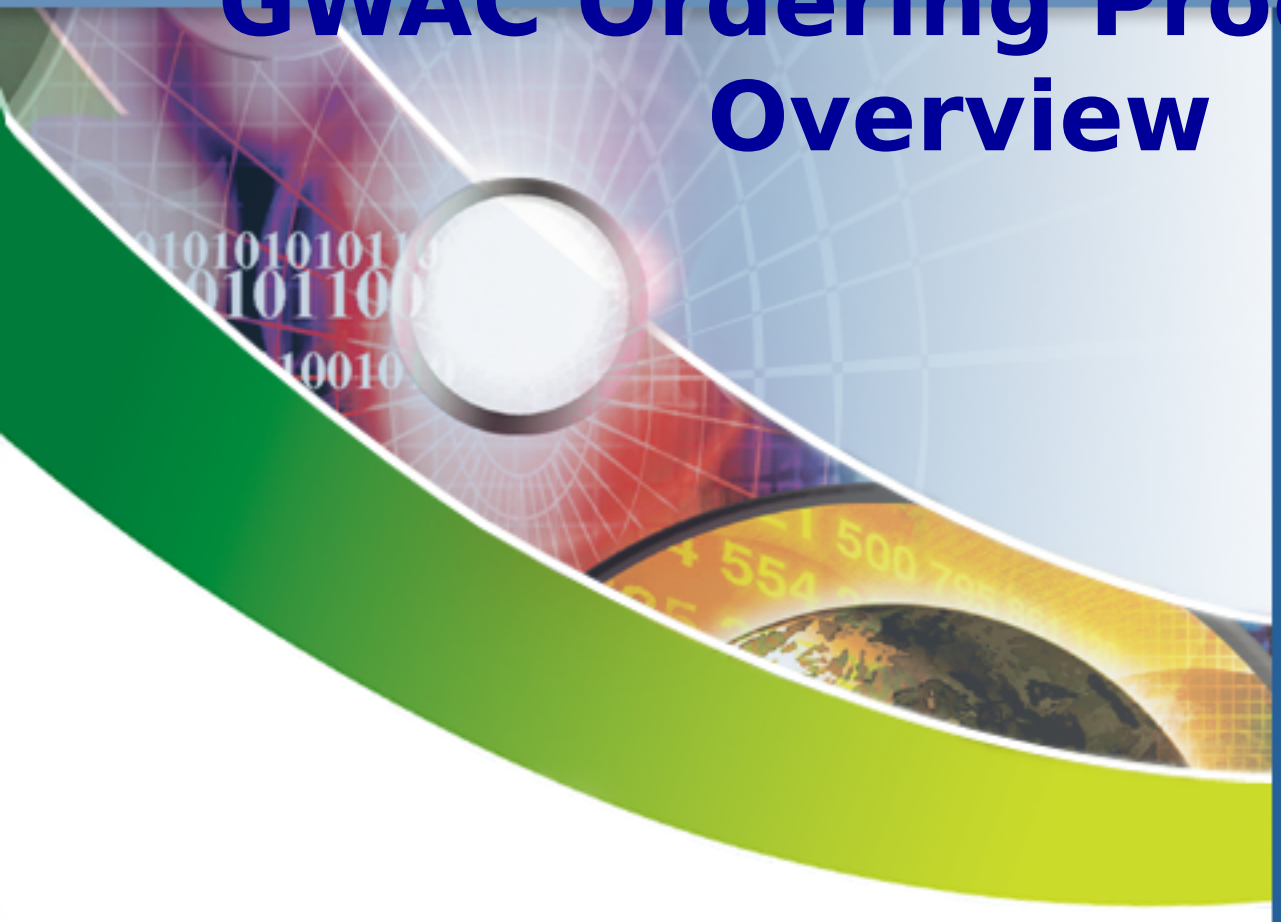
GSA

GSA Federal Supply Service

GWAC Ordering Procedures Overview



Acquisition Excellence

Six Easy Ordering Steps

1. Receive the requirement
2. Develop acquisition plan and strategy
3. Prepare and issue RFP/RFQ
4. Receive proposals/quotes
5. Evaluate proposals/quotes and recommend award
6. Issue task order

Step 1 – Receive the requirement

- GWAC Program Offices available to assist you once you receive the requirement
  - SOW review
    - Confirm requirement is within scope of the GWAC
    - Review process varies among GWAC Centers

Step 2 – Develop Acquisition Plan and Strategy

- Key points for Acquisition Planning (FAR 16.505)
  - The CO does not have to synopsize task orders under indefinite-delivery contracts
  - Individual task orders shall clearly describe all services to be performed or supplies to be delivered, so full cost/price for performance can be established
  - Performance based work statements must be used to the maximum extent practicable, if the contract or order is for services
  - When acquiring information technology and related services, consider the use of modular contracting to reduce program risk (see 39.103(a))

Step 2 – Develop Acquisition Plan and Strategy

- Key points for Acquisition Planning (FAR 16.505)
  - Order may be placed by using any medium specified in the contract
  - Orders placed under a task-order contract or delivery order contract awarded by another agency
    - Are not exempt from the development of acquisition plans (see subpart 7.1)
    - May not be used to circumvent conditions and limitations imposed n the use of funds
    - Must comply with FAR requirements for bundled contracts when task order meets the definition of bundled contracts (FAR 2.101(b))

Step 2 – Develop Acquisition Plan and Strategy

- Key points for Acquisition Planning (FAR 16.505)
  - No protest under Subpart 33.1 is authorized in connection with the issuance or proposed issuance of an order under a task-order delivery contract or delivery –order contract except for a protest on the grounds that the order increases the scope, period, or maximum value of the contract
  - Formal evaluation plans or scoring of quotes or offers are not required
  - Competition requirements in FAR 6 (advertising) and policies in Subpart 15.3 (source selection) do not apply

Step 2 – Develop Acquisition Plan and Strategy

- **Fair Opportunity** (FAR 16.505(b)(1))

  -Cornerstone of MA/IDIQ contracts

  - ✓ The Government must provide all contractors on the IDIQ a fair opportunity to be considered for each task order over $2,500**

  - Contracting Officer must:

  - ✓ Develop placement procedures that will provide each awardee a fair opportunity to be considered or each order
  - ✓ Not use any method that would prevent all awardees a fair opportunity
  - ✓ Tailor the procedures to each acquisition
  - ✓ Consider price or cost under each order as one of the factors in the selection decision

**Exception: 8(a) contracts up to $3 million

Step 2 – Develop Acquisition Plan and Strategy

- Contracting Officer should consider :
  - Past performance on earlier orders under the contract
  - Potential impact on other orders placed with the contractor
  - Minimum order requirements (contract level)
  - The amount of time contractors need to make an informed decision
  - Whether contractors could be encouraged to respond to potential order by outreach efforts to promote exchanges of information, such as:
    - ✓ Seeking comments from two or more contractors in a DRAFT SOW

Step 2 – Develop Acquisition Plan and Strategy

- Whether contractors could be encouraged to respond to potential order by outreach efforts to promote exchanges of information, such as (Con't):
  - ✓ Request for Information (consider using e-Buy)
  - ✓ Due Diligence
  - ✓ Use a multi-phased approach for resource-intensive requirements where all contractors are initially considered on price considerations (ROMs) and other considerations as appropriate (past performance proposed conceptual approach)
  - ✓ The Contractors most likely to submit the highest value solutions are then selected for one-one session with the Govt.

Step 2 – Develop Acquisition Plan and Strategy

Exceptions to Fair Opportunity (FAR 16.505(b)(2))

1. **Urgency** – Need for service is so urgent that an unacceptable delay would result

2. **Specialization** – Only one contractor is capable of providing service at the required level, because services order are unique or specialize

3. **Efficiency & Economy** – Order must be issued on sole-source basis, because it is a logical follow on to an order already issued

4. **Minimum guarantee** – Necessary to place an order to satisfy a contract minimum

Step 2 – Develop Acquisition Strategy

- **Evaluation Criteria**
  - May vary for each task order
    - ✓ Consider price or cost under each order as one of the factors in the selection decision
    - ✓ Seek optimal blend of cost and technical factors to achieve best value in meeting mission critical objectives
  - Define task discriminators that reflect successful performance
    - ✓ Should maximize competition
    - ✓ Should ensure impartiality and fairness to the overall process

Step 3 – Prepare and issue RFP/RFQ

- **Contracting Officer should ensure…**
  - Request for Proposal/Quote includes any special instructions
  - Evaluation criteria are stated in the task order RFP/RFQ instructions
  - Send RFP/RFQ to all contractors in GWAC pool
  - Do not compete GWACs with
    - ✓ Other GWACs
    - ✓ Schedules
    - ✓ Open market purchases

Step 4 – Receive proposals/quotes

- Proposals can be requested either as
  - Written
  - Oral
  - SOO

- Specify how the proposals should be received
  - Timelines
  - Closing date
  - Other requirements or limitations
    - ✓ Number of pages
    - ✓ Time limit for oral proposal presentation

Step 5 – Evaluate proposals/quotes and recommend award

- Follow your stated evaluation methodology
- Use evaluation factors stated in the RFP
  - Changes in the evaluation criteria require Fair Opportunity and requires a solicitation amendment
- Negotiated Rates
  - Labor rates on web site are ceiling rates
  - Maximum rates that can be proposed and billed
  - For cost reimbursement task orders, final indirect rates will be determined at final audit at TO closeout

Step 5 – Evaluate proposals/quotes and recommend award

- Other Direct Costs (ODCs)
  - Total solution task orders
  - No ceiling limitation on ODCs
    - ✓ It is not the substantive dollar amount of the ODCs themselves, but whether they are essential in supporting and achieving the end result
    - ✓ Intrinsic nature of the project must be IT and the ODCs must be integral and necessary to accomplish the IT project (Sandra Bates Memo dated 6/7/2004)
  - Task Order should cite an anticipated estimate for the ODCs (ceiling) and define as specifically as possible the ODCs necessary to support the task order

Step 5 – Evaluate proposals/quotes and recommend award

- Other Direct Costs (ODCs)
  - G&A, ODC multiplier, material handling rates apply to ODCs depending on each GWAC terms and conditions
  - Delegated ACO will make determination of fair and reasonable price IAW with FAR 15.4

Step 6 – Issue task order and Debrief Offeror

- Delegated Contracting Officer(CO) issues task order
- CO provides unsuccessful offerors debriefing, if requested
  - Debriefing not required per FAR 16.505, but recommended